



# HQ Air Force Personnel Center

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## Transition-Civilian Development Plan (T-CDP)

### Screen Views

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HQ AFPC/DPKCM  
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# Overview

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- Creating your T-CDP
  - Step 1 Employee Creates a user profile
  - Step 2 Employee Creates Experience History
  - Step 3 Employee Creates Development Plan
  - Step 4 Employee Submits T-CDP to Supervisor
  - Supervisor Submits T-CDP to the Endorser
  - Endorser Submits the T-CDP for AMCDT Review



# Login Screen

T-CDP - Transition - Civilian Development Plan - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail

Address <https://www.t-cdp.hq.af.mil/Presentation/Authorization/Login.cfm> Go Links

v1.00.01P

**T-CDP**  
Transition-  
Civilian Development Plan

 HOME CONTACT HELP

### Login

Please enter your Email and Password below to access the system.

If you have not yet created a User Profile, [Click here](#).

Email:

Password:

[Forgot Password?](#)

Click here to create your user profile. Once you have submitted your profile you will receive an email with your user-id and temporary password to create your CDP and begin your four step T-CDP process process.

HOME CONTACT HELP


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Done Internet



# Create Profile





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## Create Profile

To Create a User Profile, please complete information below

Create User Account

\* Denotes Required Fields

|                      |   |  |                      |
|----------------------|---|--|----------------------|
| * Email/User ID:     | <input type="text"/>  | * SSN:   | <input type="text"/> |
| * Role:              | <input type="checkbox"/> Program Manager <input type="checkbox"/> Program Assistant <input type="checkbox"/> Supervisor | <input type="checkbox"/> Endorser <input type="checkbox"/> Civilian Employee |                      |
| * Title:             | <input type="text"/>  | * Rank/Grade:  | <input type="text"/> |
| * First Name:        | <input type="text"/>  | Middle Initial:  | <input type="text"/> |
| * Last Name:         | <input type="text"/>  | Suffix:  | <input type="text"/> |
| * Career Field ID:   | <input type="text"/>  | * Office Symbol:   | <input type="text"/> |
| * Street Address:    | <input type="text"/>  |  |                      |
| * City/Base:         | <input type="text"/>  | * State:   | <input type="text"/> |
| * Postal Code:       | <input type="text"/>  |  |                      |
| * Comm Phone:        | <input type="text"/>  | * DSN Phone:   | <input type="text"/> |
| Last Promotion Date: | <input type="text"/>  | * Current Position Start Date:   | <input type="text"/> |
| Current Duty Title:  | <input type="text"/>  |  |                      |

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# Experience History



## PROFILE

Mr. John H. Doe

Duty Title Here

john.doe@pentagon.af.mil

123-456-7890

Office Symbol

1234 Smith Street

Washington, DC 20000

## RETIREMENT/CAREER PROJECTIONS

Earliest Retirement Date:

MM - YYYY

Estimated Retirement Date:

MM - YYYY

Certainty:

☐ Felxable ☐ Certain

Are You Mobile/Willing to Relocate?

☐ Yes ☐ No

When do you expect to vacate your current position?

MM - YYYY

Do you wish to Opt Out this DT Cycle? (If yes, explain)

☐ Yes ☐ No

## EXPERIENCE HISTORY

List your experience history, in chronological order, beginning with your most recent assignment. If possible, list at least the last 5 jobs and no more than 10.

### ASSIGNMENT 1

Pay Plan/Series/Grade - Select -

Working Duty Title

Organization & Office Symbol

MAJCOM/HQ - Select -

Geographic Location - Select -

Type Experience - Select -

Level Experience - Select -

Supervisory Experience - Select -

Months/Years in Position MM - YYYY

Move Up

Remove

Move Down

### ASSIGNMENT 2

Pay Plan/Series/Grade - Select -

Working Duty Title

Organization & Office Symbol

MAJCOM/HQ - Select -

Geographic Location - Select -

Type Experience - Select -

Level Experience - Select -

Supervisory Experience - Select -

Months/Years in Position MM - YYYY

Move Up

Remove

Move Down

Add Another Assignment

Save & Continue

Cancel





# Developmental Plan



**CDP**  
Civilian  
Career Development Plan

Complete CDP Update Profile



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Complete CDP

PROFILE

Mr. John H. Doe  
Duty Title Here  
john.doe@pentagon.af.mil  
123-456-7890  
Office Symbol  
1234 Smith Street  
Washington, DC 20000

RETIREMENT/CAREER PROJECTIONS

Earliest Retirement Date: MM - YYYY -  
Estimated Retirement Date: MM - YYYY -  
Certainty: ☐ Flexible ☐ Certain  
Are You Mobile? ☐ Yes ☐ No  
Earliest Retirement Date: MM - YYYY -  
Do you wish to Opt Out this  
DT Cycle? (If yes, explain) ☐ Yes ☐ No

PREFERENCES

Fill in at least one record for Plan 1, Near-time frame. You can fill-in all or some of the three plans with Near, Mid, and/or Long range career projections. You must have a Near in a Plan to have a Mid and so on.  
All Near-term begin dates will automatically be equal to the date the Civilian plans on vacating the current position. Subsequent begin dates will correspond to the end dates you choose for Near or Mid timeframes for a given plan.

Print Position

PLAN 1

| Time | Begin   | End         | Experience Level | Duty Title | Location   |
|------|---------|-------------|------------------|------------|------------|
| NEAR | 11/2003 | MM - YYYY - | - Select -       | - Select - | - Select - |
| MID  | 12/2003 | MM - YYYY - | - Select -       | - Select - | - Select - |
| LONG | 01/2004 | MM - YYYY - | - Select -       | - Select - | - Select - |

PLAN 2

| Time | Begin   | End         | Experience Level | Duty Title | Location   |
|------|---------|-------------|------------------|------------|------------|
| NEAR | 11/2003 | MM - YYYY - | - Select -       | - Select - | - Select - |
| MID  | 12/2003 | MM - YYYY - | - Select -       | - Select - | - Select - |
| LONG | 01/2004 | MM - YYYY - | - Select -       | - Select - | - Select - |

PLAN 3

| Time | Begin   | End         | Experience Level | Duty Title | Location   |
|------|---------|-------------|------------------|------------|------------|
| NEAR | 11/2003 | MM - YYYY - | - Select -       | - Select - | - Select - |
| MID  | 12/2003 | MM - YYYY - | - Select -       | - Select - | - Select - |
| LONG | 01/2004 | MM - YYYY - | - Select -       | - Select - | - Select - |

Save Cancel

COMPLETE CDP UPDATE PROFILE  
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# Submit To Supervisor



**CDP**  
Civilian  
Career Development Plan



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Complete CDP

Update Profile

Complete CDP

**SUPERVISOR INFO -- [Back to Top](#)**

Supervisor Title:

\* Supervisor Rank/Grade:

\* Supervisor First Name:

Supervisor Middle Initial

\* Supervisor Last Name:

Supervisor Suffix:

\* Supervisor Email:

Submit to Supervisor

Save CDP (Do Not Submit)


Cancel

COMPLETE CDP

UPDATE PROFILE

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# Submit To Endorser



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[Complete CDP](#) [Update Profile](#)

### Complete CDP

**ENDORSER INFO -- [Back to Top](#)**  
Endorser Title:   
\* Endorser Rank/Grade:   
\* Endorser First Name:   
Endorser Middle Initial   
\* Endorser Last Name:   
Endorser Suffix:   
\* Endorser Email:   
[Submit to Endorser](#) [Save CDP \(Do Not Submit\)](#) [Cancel](#)

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